



Staff
Employee Resource
Guide

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WELCOME TO THE UNIVERSITY OF CALIFORNIA, RIVERSIDE

This resource guide has been developed to assist staff employees in becoming familiar with the University of California, Riverside campus and general policies that affect staff employees. The guide includes information on the UC system; summaries of selected campus procedures; general information about UCR resources, programs, and services; and referrals to appropriate resources. There may be certain questions on issues whose nature exceed the scope of the New Employee Resource Guide. However, UCR encourages its staff to be self-directed in pursuing information and hope that you will review the variety of resources available to you in your department, on the UCR web site <http://www.ucr.edu>, and other service departments on campus.

ABOUT THE UNIVERSITY OF CALIFORNIA, RIVERSIDE

UCR extends beyond the 1,200 acres of the park-like campus, east of the 60 freeway and includes University Village, University Extension, the Human Resources building, and offices in Highlander Hall. The College of Engineering-Center for Environmental Research and Technology (CE-CERT) is located west of the campus on Iowa within the Bourns facility. Agricultural Operations ranches are located in Coachella Valley, Moreno Valley and adjacent to the campus. The Richard J. Heckmann International Center for Entrepreneurial Management operating under the auspices of the A. Gary Anderson Graduate School of Management (AGSM) is located in the City of Palm Desert.

UC Riverside completed a strategic plan to provide a framework for the growth of the campus and investment for the next decade. The plan, called UCR 2020, is a document that:

- Defines the size and shape of UCR in 2020.
- Has an overarching theme of excellence, access, diversity, and engagement.
- Sets priorities for UCR, for the strategic investment of resources:
 - As we move from prominence to pre-eminence.
 - As we achieve the profile of an AAU-member university.
- Is based on benchmarks set by AAU-member universities, where appropriate.
- Establishes benchmarks and metrics for assessment of progress towards achieving goals.
- Is not a static document; will grow and change over time.
- Is a touchstone document that will guide UCR in making decisions about what areas to emphasize and how to invest our resources.

For more information on UCR 2020, visit <http://strategicplan.ucr.edu/ucr2020.html>.

EMPLOYEE CHECKLIST

Please review this checklist carefully. The items listed pertain to important documents or tasks that should be completed within the first few weeks of employment.

First Day

- Complete employment forms
- Tour the department, meet the team and co-workers
- Tour the building - restrooms, break rooms, etc.
- Obtain parking permit, locate lot in relation to work location
- Review job duties, expectations, etc.
- Obtain a copy of your job description
- Receive computer login information and set up email
- Receive telephone password, instructions, etc.

Within 1 Week

- Review your work schedule, time reporting procedures, probation, sick/vacation accruals, holidays, etc.
- Receive login credentials
- Receive Net ID and password
- Enroll in New Staff Orientation
- Receive necessary EACS systems access
- Obtain UCR ID Card
- Review performance evaluation forms, performance factors, standards, timelines, etc.
- Add critical meetings to calendar
- Review safety and security procedures for building/location, receive keys, alarm codes, review emergency and evacuation procedures, etc.
- Meet your buddy/mentor, and schedule meetings
- Review relevant policies/procedures
- Review training and development plan

Within 2 Weeks

- Enroll in Direct Deposit
- Take a walking tour of campus
- Review evacuation plans, emergency staff for unit and building, procedures, etc.

Within 30 Days

- Enroll in health plans
- Review retirement options
- Attend Benefits Orientation
- Discuss potential development areas with supervisor

Within 60 Days

- Attend Staff Orientation
- Complete required training

WORKING AT UCR – Employment Status

Career or Limited Employment Status

Knowing your employment status is important. It affects the level of benefits and retirement an employee may receive, as well as other programs provided to employees. A career position is a position established at a fixed or variable percentage of time at 50 percent or more of full-time, which is expected to continue for one year or longer. A limited appointment is an appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 1,000 hours in a 12-month period.

Staff Personnel Policy and Collective Bargaining Agreements

At UCR the Personnel Policies for Staff Members manual applies to all levels of non-represented staff. The program is divided into three categories. The Senior Management Group (SMG) is composed of the most senior leadership positions and exercises a high degree of independent judgment in the development of Universitywide or campuswide policy and program direction, and accountability for long-term results. Managers and Senior Professionals (MSP) provide leadership and professional expertise at the highest levels to major university units, programs or fields of work. Professional and Support Staff (PSS) provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for university departments, programs, and fields of study. The main body of policy sets forth the basic rights and terms of employment for both groups. A number of these policies are reviewed in general terms in this document. The Personnel Policies for Staff Members is also located on the Policies and Contracts web page located at: <http://hr.ucr.edu>. Other policies related to Human Resources can be found on the UC Office of the President web site <http://www.ucop.edu/humres/ucop.html>.

Employees who are represented through an exclusive bargaining agreement should refer to the bargaining agreement that covers their rights and terms of their employment. See the Policies and Contracts web page located at: <http://hr.ucr.edu>. Questions regarding contractual agreements may be referred to Labor Relations at extension 2-3641 or 2-3196.

Probationary Period

All career Professional and Support Staff employees (except police and public safety dispatchers) serve a six-month probationary period during which their suitability for University service is evaluated. The probationary period is completed on the first of the month following six months of continuous service at 50% time or more without a break in service. Employees who are rehired following a break in service shall serve a new probationary period whether or not they previously completed a probationary period.

WORKING AT UCR – Compensation

Overtime Compensation for Employees Not Represented By an Exclusive Bargaining Agent

Under provisions of the Fair Labor Standards Act (FLSA), notice regarding methods of overtime compensation at the University must be provided to all newly appointed non-exempt employees. The notice explains that overtime is compensated at the University's option and discretion either as compensatory time off or in the form of pay, unless agreement to this effect is not reached, in which case, pay must be provided. The employee must indicate acceptance or non-acceptance of this condition. If the employee does not indicate acceptance or non-acceptance of this condition, he/she will be considered to have knowingly and voluntarily accepted this condition of employment. The notice must be signed and dated by the employee before the performance of any overtime work.

Performance Appraisal

The performance of each employee is appraised annually in writing by the employee's immediate supervisor. Performance appraisal is intended as a means of measuring and enhancing individual performance, fostering professional development and career growth, determining merit increases, and meeting the internal and external demands for documentation of individual performance.

Hours of Work

Exempt Employees: The normal workweek for a full-time **exempt** employee is 40 hours; however, emphasis is placed on meeting responsibilities assigned to the position rather than on working a specified number of hours. Exempt employees do not receive overtime compensation or compensatory time off.

Non-Exempt Employees: The standard workweek for a full-time **non-exempt** employee is 40 hours during a period of seven consecutive days. The standard workweek begins midnight Sunday and ends midnight the following Sunday. The standard work schedule for full time employees is eight hours per day on five consecutive days from 8:00 a.m. to 5:00 p.m. Alternate (flexible) work schedules may be approved to accommodate business necessity or personal needs. Work beyond 40 hours per week is subject to overtime pay under circumstances described in Personnel Policy 32: Overtime. Employees represented by an exclusive bargaining agreement should consult their contractual agreement. A shift differential is paid to employees who work either evening or night shifts when differential pay is in accordance with University policy or is part of a bargaining agreement.

Compensation

Salary advancement within a salary range is based primarily on merit. An increase in an employee's pay is based on the eligibility of the employee, employee performance and availability of funds. Merit increases normally are awarded annually. Eligible employees have been appointed to career positions six months prior to the effective date of the merit program (normally July).

Salary advancement may also be in the form of reclassification or promotion. A promotion occurs when an employee changes from one position to another position which has a higher salary range maximum. Reclassification occurs when the title of an employee's current position changes to a different title. Reclassification is based on the duties, responsibilities and overall complexity of a position; current job evaluation methodology; and consideration of campus-wide equity in similar job classifications. It is not based on the amount or quality of work. Quality of work is a performance issue and is rewarded through the merit system. When significant, permanent change occurs, an updated position description should be forwarded to Human Resources for classification review. Employees may unilaterally request review of their position by the Human Resources Office. Regardless of the source requesting review, the internal procedures established by the organizational unit should be followed.

For career, exempt employees, payday is the first day of the month. If payday falls on Saturday or Sunday, it is moved to the preceding business day. For non-exempt staff (hourly and salary), pay is on a bi-weekly payroll cycle. For more information on bi-weekly pay, visit ucpath.ucr.edu/biweekly.

At the employee's request, paychecks can be automatically deposited directly into a checking account through the Surepay program. The University works with many financial institutions that provide this service. A complete list of deductions is enclosed with each paycheck or Surepay check stub. Standard deductions include federal and state withholding taxes, social security (OASDI) and Medicare. Certain insurance and savings programs, organization membership dues, and similar items may be deducted from your paycheck. For more information on payroll deductions and direct deposits, contact the Payroll Office at extension 2-3307.

WORKING AT UCR – Benefits

The University provides medical, dental, optical, disability, and tax-deferred savings programs to eligible employees. It is important that you make decisions regarding your benefits program within 31 days of your date of hire. After this time, if you have not submitted the appropriate forms to the Benefits Office, you may lose the opportunity to enroll in some programs, or you may default into a program that may not fit your needs.

Vacation, Sick Leave, and Holidays

The University provides vacation for rest, relaxation, and renewal to employees who are appointed at 50% or more of full time for six or more months. Employees should check with their supervisor and the Personnel Policies for Staff Members manual or bargaining agreement to determine how much vacation time they will accrue, and if there are any limitations of its use. **Use of vacation time should be coordinated with the supervisor, and is granted based on the needs of the department.**

The University provides sick leave in order to continue the salary of eligible employees (on pay status at least one-half of the working hours of the month) during illness, disability, medical appointments, and on a limited basis, in the event of death or illness of a family member. There is no maximum on the amount of sick leave that can be accrued. Full-time employees accrue eight hours per month of sick leave.

Holidays occurring on weekends are observed the previous Friday or the following Monday.

The University observes the following administrative holidays:

- New Year's Day, or announced equivalent
- Martin Luther King's Birthday
- President's Day
- Last Friday in March (Cesar Chavez Day) or an administrative holiday in March or April as designated by the Chancellor
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day, November 11
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve, or announced equivalent
- Christmas Day, or announced equivalent
- New Year's Eve, or announced equivalent

The dates of all holidays and paydays can be found on the payroll calendar at:
http://accounting.ucr.edu/payroll/pay_cal.html.

WORKING AT UCR – Professional Growth

Employee Development and Career Advancement

Human Resources' Employee & Organizational Development Unit offers a variety of development programs, courses, and workshops available to all staff employees with the approval of their supervisor. These offerings assist employees in getting acquainted with the University, improving their skills to be successful in performing the business of the University, providing opportunities for professional growth, improving and develop leadership and supervisory skills, and gaining knowledge to be successful with work-related issues.

For those interested in developing supervisory skills, Human Resources offers a comprehensive supervisory training program. The Building Core Supervisory Competencies program includes over 40 hours of classroom training on topics ranging from essential communication skills to risk management. More information regarding course offerings and enrollment instructions can be found at <http://hr.ucr.edu/education.html> and on the UC Learning Center at <http://ucrllearning.ucr.edu>.

It is the policy of the University of California to openly recruit for most career positions (Policy 20, Recruitment) and support promotion from within. Visit <http://jobs.ucr.edu> to see the current job listings for our campus.

Fee Reduction Policy

Regular status employees in career positions who meet the University's admission requirements are eligible for a fee reduction of two-thirds and may take up to nine units per quarter. Fee reduction request forms may be obtained for the Human Resources Department. Additionally, University Extension offers staff employees a 10% fee reduction, on most job related classes. Fee reduction request forms for Extension courses may be obtained from the Student Services counter at University Extension. For more information, contact Human Resources at ext. 2-3577.

Management Development

The Management Skills Assessment Program (MSAP) is a highly successful system wide management development program serving eleven UC locations. More specifically, the purpose of the program is to support the development of managers in the UC system by helping participants assess potential for management or supervisory positions; make appropriate career decisions; write a development plan based on objective feedback; and interact with other developing UC employees. More information can be found at <http://msap.ucr.edu>.

The Management Development Program (MDP) is a dynamic systemwide training program that's designed to enhance and strengthen your leadership capabilities in the UC core competencies and ensure you have the skills, knowledge and resources to effectively lead, engage, and develop your team. The program consists of completing four modules focused around the UC Core Competencies of people management, employee engagement and change management. For more information, visit the MDP page on the UCOP website, or hrtrainingcontacts@ucr.edu.

The UC Systemwide People Management Series and Certificate is a program for all People Managers consisting of Core and Elective Courses, which includes local and systemwide programs and eCourses, as well as in-person learning experiences, and covers the following topics: Performance Management, Managing People, Administration & Operations, Change Management and Communications. All eCourses, and information the curriculum, are available via the UC Learning Center.

The UC Performance Management Series provides the fundamentals of performance management, including important information, tools and resources needed to support UC people managers in their roles. Learners are encouraged to download the Participant Playbook found within the course and use it, and the other resources in the course, to help capture key concepts, complete exercises, and use as a reference back on the job. It is recommended you take the series in order. More information can be found in the UC Learning Center.

WORKING AT UCR – Work Environment

Smoke/Tobacco-Free Workplace

All UCR owned and leased properties are smoke and tobacco free. Smoking, the use of smokeless tobacco products, electronic smoking devices (i.e. e-cigarettes), and nicotine products not regulated by the FDA for cessation is strictly prohibited in all indoor and outdoor spaces, including parking lots, vehicles parked on University property, private residential space, and the Medical Center campuses. Visitors are expected to comply with University policy. For more information about the policy or cessation resources, please visit <http://tobaccofree.ucr.edu/>.

Substance Abuse in the Workplace

The University of California, Riverside strives to maintain its campus community free from the illegal use, possession or distribution of alcohol or controlled substances as defined by federal law. UCR recognizes that substance abuse is treatable and offers a variety of resources such as the Employee Assistance Program for those who seek assistance for themselves or a loved one in dealing with this problem. The complete policy may be viewed at: <http://fboapps.ucr.edu/policies/>.

Equal Employment & Affirmative Action

The University of California supports, affirms and promotes equal employment and prohibits harassment and discrimination of any person employed by or seeking employment with the University on the basis of race, color, national origin, ancestry religion, pregnancy, sex, gender, gender identity, gender expression, sexual orientation, physical or mental disability, medical condition (cancer-related or genetic characteristics), gender identity, ancestry, marital status, age, , citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). The University of California is an affirmative action employer and undertakes affirmative action to assure equal employment opportunity for minorities, women, persons with disabilities, and veterans.

University policy is intended to be consistent with the provisions of applicable State and Federal law. Questions concerning this policy may be directed to the Equal Employment, Affirmative Action & Diversity department located at University Village Ste. 208, or extension 2-5308. The policy can be viewed at <http://hr.ucr.edu/policies/policiesandcontracts/ppsm20pro.html>.

Whistle blowing Policy

It is the policy of the University of California to encourage its employees and other persons to disclose improper governmental activities as defined in the "Reporting of Improper Governmental Activities Act" (Sections 10540-10551 of the Government Code) and to address written complaints alleging acts of reprisal or intimidation due to disclosure of improper governmental activities. University management has the responsibility to seek out and correct abuses regarding improper activities. Questions regarding this policy should be directed to the Labor Relations Office at extension 2-3641 or 2-3196. The policy for Reporting Improper Governmental Activities and Protection against retaliation for reporting improper activities can be found on the Office of the President Human Resources Policy web site at <http://www.ucop.edu/humres/policies/pol1.html>.

Sexual Harassment and Sexual Violence Policy and Complaint Resolution

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and sexual violence, that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, correct, and if necessary, discipline behavior which violates this policy. Questions concerning this policy may be directed to the Ombudsman, Surge Building 390, extension 2-3243; or the Women's Resource Center, extension 2-3337. The policy can be viewed at <http://policy.ucop.edu/doc/4000385/SHSV>. Additional training on this topic is available through the UC Learning Center (search: VAWA).

Because preventing sexual harassment and sexual violence is a responsibility that our entire community shares, UC President Napolitano has required that all staff who are not classified as supervisors complete an online prevention training. This class is assigned to all new staff members via the LMS, and should be completed within the first 6 weeks of hire. Subsequent training will occur annually. It provides information on preventing and responding to sexual violence and sexual harassment and what each of us can do to make our UC culture safer for all. For more information on this requirement, contact the Title IX/Sexual Harassment Office at extension 2-2938.

Computer Resources

Many UCR employees will be assigned or have access to a computer, as a tool to perform work assignments. The campus has Computer Resource Use and Electronic Mail (Email) policies that require the use of good judgment and common sense. UCR Policy 400-35 informs employees that "Computing resources and University data are to be used only for the University's legitimate business for which an employee is explicitly authorized." The University's Electronic Mail (Email) Policy also requires employees to use it for work-related purposes, and prohibits the use for personal financial gain or for commercial use. Intermittent personal use is acceptable under the current policy. We encourage you to use these wonderful resources wisely. Failure to comply with these policies may result in disciplinary action including dismissal. For the full policy, see <http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=400-35>.

In addition to compliance with computer use policies, all UC employees are required to annually complete the Cyber Security Awareness online training as a response to ever increasing cyber security threats. Each member of the University community has a responsibility to safeguard the information assets entrusted to us. This training program will better prepare all of us to fulfill this responsibility and to strengthen our defenses against future attacks. To complete the training, visit the UC Learning Center (search: cyber security).

Ethics

Members of the University of California community are committed to the highest ethical standards in furtherance of our mission of teaching, research, and public service. We recognize that we hold the University in trust for the people of the State of California. Our policies, procedures, and standards provide guidance for the application of the ethical values stated below in our daily life and work as members of this community. We are committed to integrity, excellence, accountability, and respect. For the full statement of ethical values visit http://www.ucop.edu/ethics-compliance-audit-services/_files/stmt-stds-ethics.pdf.

Violence in the Workplace

UCR is committed to a safe and healthful campus for faculty, students, staff, and visitors. The campus has a "zero tolerance" policy with respect to threatening statements, behavior, or violence directed toward employees, students, or any other members of the public conducting business with the University. All threatening comments and behavior are taken seriously and investigated. Our policy on violence prevention spells out this zero tolerance policy and provides the names and contact numbers for members of the violence prevention team. It may be found at

<http://www.humanresources.ucr.edu/?content=PoliciesAndContracts/PreventViolence.html>.

WORKING AT UCR – Campus Resources

Campus Status

<http://CampusStatus.ucr.edu>

This site will inform you about whether the campus is OPEN, CLOSED, or RESTRICTED. If a major emergency (such as an earthquake, fire, or hazardous material accident) threatens the campus, this site will be used to keep you aware of official actions, advisories, and important instructions.

Emergency Notification System

<http://ENS.ucr.edu>

The UCR Emergency Notification System enables safety and police staff to contact you in an urgent situation. Register online and tell us whether you want to receive text (SMS) messages, instant messages, phone calls, and/or emails.

Safety Partners

<http://ehs.ucr.edu/safety>

Each department have designated safety partners, which help focus on safety and emergency preparedness. Each of the following should be within a phone call away:

1. Building Supervisor for Emergency Conditions (BSEC)
2. Building Emergency Staff (BES)
3. Department Safety Coordinator (DSC)
4. Laboratory Safety Officers (LSO)

Emergency Plans

<http://ehs.ucr.edu>

Visit the Environmental Health & Safety webpage for information about the Emergency Management program. Here you can learn about the campus Emergency Operations Plan, Department Emergency Operations Plans, and Building Emergency Plans.

Child Development Center/Early Childhood Services

UCR has a comprehensive child development center for children of students, staff and faculty. The program provides childcare services and preschool and kindergarten programs at comparable fees for staff and faculty and reduced fees for students. The programs represent the most current research in the field of early childhood education. For more information on childcare services call extension 2-3854.

Credit Union

Located in the University Village on University Avenue, the Schools First Federal Credit Union offers a variety of financial services. They work with our payroll offices to provide automatic deposit and deductions. For additional information, contact the credit union at 680-1998.

Human Resources

Human Resources provides programs that support management, staff, and faculty. Services include compensation, classification, employment, benefits, vocational rehabilitation, employee and labor relations, organization and employee development, equal employment, employee assistance program, and policy and procedures interpretation. You can also find answers and contacts on the Human Resources web site at <http://hr.ucr.edu>. Scotmail is another way to find out what activities are happening on campus.

Ombudsman

The campus Ombudsman assists students, faculty, staff, parents and alumni in resolving any University-related issues, including acting as a facilitator and negotiator. All discussions are held in confidence. For more information or assistance call extension 2-3213.

Transportation and Parking

Transportation and Parking Services (TAPS) distributes parking permits; provides directions for campus visitors via the Kiosks located at the main campus entrances; provides campus transportation between UCR facilities, and transportation to and from campus to the community; maintains the alternative transportation program; and provides safety services, including assisting with traffic control and patrolling our parking lots to protect staff, faculty, visitors, and our vehicles. UCR offers a carpool program to faculty, staff, and graduate students. An attractive incentive to carpool is the substantial savings carpoolers realize in their monthly parking expenses. It is possible to carpool even if you don't have a car of your own; you simply contribute toward gas and other expenses instead of providing a vehicle. For more information, call extension 2-4395 or visit their web site at <http://www.parking.ucr.edu>.

University of California Police

UCR has a department of sworn State of California peace officers who possess the same authority as municipal police officers. They operate 24 hours-per-day, 365 days per year and have a 911 emergency response system for the campus. The mission of the University of California, Riverside Police Department (UCRPD) is to enhance the quality of life by providing a secure and safe environment. The department operates as a proactive crime prevention team that works closely with the members of the community to institute safety programs such as improved lighting at many campus locations and installation of emergency call boxes linked directly to the campus police department in all campus parking lots.

UCRPD and the City of Riverside entered into a cooperative agreement to form a joint team known as the University Neighborhood Enhancement Team (UNET). This team was created to improve the level of safety for the over 12,000 residents living adjacent to UCR. They not only patrol the community by bicycle but also are involved in community service projects and presentations.

Campus Escort Service provides escorts from sundown to midnight, Sunday - Thursday as you walk to your destination. Dial extension 2-3772 sundown to midnight, Sunday - Thursday or 2-3337 during the day or visit their web site at <http://www.police.ucr.edu>.

WORKING AT UCR – Campus Life

The campus is a dynamic community. There are a variety of programs and services offered to the campus community. Our Campus Guide and Telephone Directory contains resources for entertainment, recreation, and cultural enrichment. Please refer to the Campus Guide and Telephone Directory for specific information or visit UCR's website at <http://www.ucr.edu>.

UCR ARTSblock

University of California, Riverside, has recently brought together its three premier art institutions to create a new cultural complex: UCR ARTSblock. ARTSblock is composed of the California Museum of Photography, the Sweeney Art Gallery, and the Barbara and Art Culver Center of the Arts. Located on a single block in adjacent historical buildings in downtown Riverside, easily accessible to the public as well as the campus, ARTSblock's mission is to provide a cultural presence, educational resource, community center and intellectual meeting ground for the university and the community.

ARTSblock's programs investigate the art of our time, media arts, and the history and practice of photography through exhibitions, performances, screenings, workshops, artist residencies, permanent collections, and creative laboratories. ARTSblock presents significant national and international art and photography, and showcases UCR student artwork and regional artists. For more information, visit the ARTSblock website at <https://artsblock.ucr.edu>.

Performing Arts

Cultural Events offers an annual series of performances by internationally acclaimed artists. For a season brochure, please call extension 2-4629. The Department of Music presents numerous concerts and recitals throughout the year by the Chamber Singers, Choral Society, Collegium, Jazz Ensemble, Wind Ensemble, Gamelan Ensemble and Orchestra. To obtain tickets, call the Fine Arts Ticket Office at extension 2-4331. The Theatre Department produces a full-season of first-rate theatrical productions throughout the academic year. For information about the current season, call the Department of Theatre at extension 2-3245. The Department of Dance presents several concerts and showings throughout the academic year in the University Theatre and the Dance Studio Theatre. For more information about upcoming events, please call the Department of Dance at extension 2-5424.

Recreation Center & Outdoor Excursions

The recreation center offers a 20,000+ square foot, state of the art center where staff can join for \$208 per quarter or \$69.34/month payroll deduction. The newly renovated facility includes racquetball courts, a weight training facility, exercise bikes, treadmills, stair climbers, four basketball courts and multi-purpose dance rooms, along with a brand-new pool. They also offer recreation classes ranging from Aerobics to Ballroom Dance. A quarterly schedule of intramural sports leagues is provided for all interested staff. For further information on their programs please call extension 2-5738.

Outdoor Excursions offers day trips, group trips, and leadership programs. They also offer equipment rental, gear sales, demos and discounts for lift tickets, SCUBA, and more. For more information call extension 2-7040

Botanic Gardens

UCR Botanic Gardens has 39 acres of flowers, trees, woods and gardens. There are hiking trails, spots for picnics, and a pathway, graded for wheelchair access. The Friends of the Botanic Gardens host various activities throughout the year. For further information you may call extension 2-4650.

Athletics

The proud history of Highlander athletics dates back to the university's inception in the mid-1950s. Today, UC Riverside's Intercollegiate Athletics program features 17 sports competing at the NCAA Division I level, the highest level of collegiate competition in the country. We are proud members of the Big West Conference, a group of nine schools all based within the state of California. The Big West is the only conference in the nation that can claim this distinction.

UC Riverside has made a splash on the national scene with NCAA post-season appearances in the sports of Baseball, Women's Basketball, Women's Soccer, Men's Golf, Men's and Women's Cross Country and Men's and Women's Track and Field. To learn the latest news about UCR Intercollegiate Athletics, visit the website at www.gohighlanders.com.

Campus Store

The UCR Campus Store is operated by Barnes & Noble College. The Campus Store reflects UCR's brand, including school spirit wear, gifts, electronic accessories, and other merchandise. For more information, visit www.campusstore.ucr.edu.

Libraries

The UC Riverside Library provides access to a vast collection of resources, both on campus and through our UC Libraries partners. They offer a variety of services. If you need help with your research, feel free to contact a Reference Librarian. There are four libraries on campus: The Thomas Rivera Library, the Orbach Science Library, the Music Library, and the Multimedia Library. To check out books, all you need is your R'Card.

The Library serves the research and teaching needs of the campus and also serve the community as the regional research library for the Inland Empire. They are a member of the Association of Research Libraries and part of the consortium of University of California Libraries that support and benefit from the California Digital Library. For more information please visit www.library.ucr.edu.